

CHILD CARE LICENSING ADVISORY COMMITTEE MEETING

Cannon Health Building, Room 114

August 16, 2001, 9:00 – 12:00

Members Present: Chris Bray; Vivian Hardy; Gina Brock; Sarah Crockell; Deborah Tilley; and Mavy Ghavim.

Members Excused: Joyce Hastings; Marilyn Macumber; Samuel Nielson; Gayle Anderson; and Mary Ogan.

Members Absent: Tracy Halverson

Staff Present: Debra Wynkoop; Pennie Knudson; David Eagar; Rebecca Emerson; Donna Thomas; Natalyn Shepherd; and Joan Isom.

1. **Welcome :**
Ms. Bray called the meeting to order at 9:07. Ms. Hastings was excused and Ms. Wynkoop asked Ms. Bray to conduct the meeting. Ms. Wynkoop stated that the Bureau is still trying to fill several of the positions left absent by some of the Child Care Licensing Advisory Committee where their terms have expired.
2. **Child Care Rule Changes:**
 - A. **Family Licensed Rules:**
Ms. Wynkoop explained the proposed family child care rule changes and the comments submitted.

R430-90-5 (3) Ms. Brock stated that the word licensee makes this rule sound like the licensee can never leave the facility. Ms. Wynkoop suggested that the word “licensee” be changed to “caregiver.”

R430-90-6 (6) Ms. Bray suggested that the words “at least” be added to this section so that it would read “ all caregivers complete at least 20 hours of annual in-service training.”

R430-90-11 (4) Ms. Wynkoop stated that Ms. Donna Thomas, child care licenser, wanted the word “visitor” included in this section.

R430-90-12 (6) Ms. Hardy stated that the word “walker” be eliminated and the words “infant equipment” should replace it. She explained that a walker has wheels, but an exer-saucer does not have wheels. Ms. Wynkoop stated that she would work on the wording to reflect these changes.

B. Residential Certificate :

R430-50-5 (2) Ms. Bray suggested that the words “at least” be added so that the owner shall complete at least five hours of training.

R430-50-5 (1)(b) Ms. Brock suggested that the words “on an initial residential certificate” be added so that the Owner Qualification section read “on an initial certificate a current course completion in etc. . . .

R430-50-5 (3) Ms. Bray questioned the word volunteer in this section. She suggested that the word be changed to “substitute caregiver.”

R430-50-9 (2) Ms. Brock stated that the word “oral” needed to be added so that the rule reads then the “oral” over the counter and all prescription medications must be in the original

R430-50-9 (5) Ms. Wynkoop stated that she would ask legal counsel for clarification on this section, because RC’s do not have policies and procedures that ensure the parent of the availability of tobacco, alcohol, drugs or explicit material to children during child care hours.

R430-50-12 (1) Ms. Brock suggested that the words “at least” be added so that the rule reads “a meal or snack shall be served to the children at least every three hours.”

R430-50-12 (2) Mr. Eagar suggested that the word ‘the’ be added so that the rule reads “The food preparation area shall be clean and sanitary.”

In the Penalty language in all of the rules the letter “n” had been inadvertently left off and will be added on all of the rules so that the rule reads “the department may impose civil monetary penalties ‘in’”. . .

C. Hourly Child Care Center rule:

Ms. Wynkoop clarified the definition of an Hourly Child Care Center. She explained that an hourly child care center exists in lieu of another choice. For instance, in a spa the child is not allowed around the equipment so the parent must put the child in some sort of care, but when the parent goes shopping the child has the option of going with the parent or playing in a supervised room.

Ms. Brock suggested that these exempt facilities must post a sign stating that they are exempt and that parent's sign a statement releasing their child to that facility. Ms. Wynkoop stated that these exempt facilities may not call their facility a child care or advertise as child care because child care in Utah is a regulated industry. Ms. Wynkoop stated that exempt facilities provide the Bureau with a functional statement explaining what they are doing and charging at their facility. Ms. Hardy recommended that a hourly child care will be determined if that facility receives direct or indirect compensation for the care they provide. Ms. Wynkoop stated that with the advise of legal counsel they will find with the definition.

Ms. Wynkoop explained the changes made to the hourly rule.

Ms. Brock made a motion to accept the changes made to the rules with the suggestions made by the committee members. Ms. Hardy seconded the motion. The **MOTION PASSED** unanimously.

3. **April 26, 2001 Minutes:**

Ms. Bray stated that she will be leaving the Child Care Licensing Advisory Committee in September and not December as stated in the last minutes. Dr. Croskell made a motion to accept the minutes with the proposed change. Ms. Brock seconded the motion. The **MOTION PASSED** unanimously.

4. **R430-100-8 Record Format change:**

Ms. Karen Silver, Salt Lake County Advocate, proposed a format change in the Child Care Center rules under section R430-100-8, records. She stated that she feels like this formatting change helps clarify the rule and groups sections together.

Ms. Brock made a motion to approve the nonsubstantive changes proposed by Ms. Silver. Dr. Croskell seconded the motion. The **MOTION PASSED** unanimously.

5. **Information:**

A. **Kids in Danger:**

Ms. Wynkoop explained that this article is to alert consumers to check the consumer products safety commission's website for products that have been recalled. Ms. Wynkoop explained that there is an automatic notification of those products that have been recalled when you sign up for the website. Ms. Hardy suggested that this website should be networked through their organizations and parents. Dr. Croskell stated that we need to be careful of websites and chose those that end with edu. or gov. Mr. Eagar stated that the health news and views printed an article on how to screen websites. Ms. Wynkoop suggested that article be included in the next Child Care Newsletter.

B. Outdoor Play areas and the ADA:

Ms. Wynkoop explained that this information was intended to provide general information concerning outdoor play areas. She explained that sometimes there are grants available to be in compliance with ADA.

6. Survey Inspection Process:

Ms. Wynkoop explained the brainstorming ideas that the licensors discussed at the training. (See attached sheet)

Ms. Ghavim stated that she has created a form that has made her paperwork very simple. She stated that she would be willing to share her form with licensing.

Ms. Hardy stated that “Operation Home” is available to help home providers.

Ms. Wynkoop stated that our current practice has been deemed as “best practice.”

Ms. Ghavim proposed that a checklist be sent with the renewal packet and the owner/director fill out the checklist and then return it to their licensor before the annual visit.

Ms. Bray stated that she hopes that the licensor feels good about their performance and realize that they are there for the health and safety of the child.

Ms. Bray stated that the Office of Child Care has a contracts and policy class and when a provider signs up for this class they receive three hours of technical assistance.

Ms. Tilley stated that the unannounced visit is very stressful for her. Ms. Brock stated that she likes the unannounced visit and that it is very easy to be in compliance one day a year. Karen Silver, Salt Lake County Advocate for children, stated that she is for the unannounced visit. She believes that if you have a program that is following the minimum child care standards you shouldn't need to worry about when the licensors come.

Dr. Croskell questioned Ms. Wynkoop as to what issues the committee will be concerned with in the future.

Ms. Wynkoop stated that she would like the committee to become a technical advisory group. That they could look at best practices and suggest presentations to other groups and associations that will look at improving the care of children. The Child Care Licensing Advisory Committee would advise the Bureau on what they feel needs to be changed. She would like to look at better data, better formulation and informing and empowering our parents.

7. **Other Business:**

Deon Corkins, Salt Lake County Health Department, stated that the food handlers permit classes have been cut and the price has been raised to \$10.00. There will be a fourth Wednesday class in August and September, but not in October. Ms. Corkins stated that they are trying to contract with the Jordan District to pick up some of the classes. She said that the child care program of the county health department has been dismantled. She stated that there will be no food handlers classes taught during the month of February because of the Olympics.

Ms. Wynkoop stated that the child care facilities need to document that their employees are signed up for the class. Ms. Ghavim questioned whether the county is willing to teach classes in individual centers. Ms. Corkins stated that it is generally not cost effective because the centers employees do not show up for the class. The center would need to guarantee a certain amount of employees for the class to be cost effective.

Ms. Tilley asked for clarification on whether diaper changing in the baby room should be documented and kept on site. She also asked for clarification on whether crib space was being counted in square footage. Ms. Wynkoop stated that crib space being counted in the square footage was not changed in the new rule, and that in the new center rules documentation of diapering must be kept on site for the current month.

Ms. Bray stated that Linda Geigle stated that the National Association for Family Child Care would be moving their accreditation and membership office to Salt Lake City and that they will be hiring a part time person with child development background.

Ms. Bray stated that they are mandated to have a child care committee and that they are looking for members.

Ms. Silver asked if licensing could encourage providers to read the packet because there are other costs besides those imposed by the Bureau of Licensing?

Dr. Croskell made a motion to adjourn. Ms. Hardy seconded the motion. The **MOTION PASSED** unanimously.

Joyce Hastings, Chairperson

Debra Wynkoop, Executive Secretary